## Purpose and Organization of this Guide

This guide provides the user procedures, system input documentation, and descriptions of batch processes for the accounting portion of the Maine Financial and Administrative Information Systems (MFASIS).

## Purpose

This manual explains procedures for:

- the online entry and correction of transaction data (e.g., purchase orders, payment vouchers).

- the online entry, correction and inquiry of the detailed data and codes stored in MFASIS master tables (e.g., the chart of accounts).

It also describes:

- the reports produced from MFASIS

- the batch processes included in MFASIS

## Organization

The user procedures and documentation includes five sections:

Section I: Provides an introduction to MFASIS and describes information needed to navigate the system.

Section II: Contains procedures, forms and system input guidelines for processing financial transactions in MFASIS.

Section III: Includes a copy of each table and a description of each of the fields.

Section IV: Contains a list of the MFASIS reports, along with a description and sample of each one.

Section V: Provides a description of other batch processes.

## What is MFASIS?

MFASIS is an automated financial management system that accommodates accounting and budgeting events. Various employees in the line agencies and central bureaus specify the data to be stored in MFASIS. Throughout the remainder of this manual these employees are called "users," since they "use" the system and code the MFASIS input forms. MFASIS tests data as it is entered and then performs various accounting and bookkeeping functions. In addition, MFASIS selects, formats, and summarizes its data into reports which are used by accountants and financial management personnel in carrying out their daily responsibilities.

## What is Online Data Entry?

Online data entry means using a terminal to interact with computer programs. In MFASIS, input screens are displayed on a terminal or personal computer and users fill in the necessary information during the data entry process. MFASIS programs tell the computer which screen to display, what to do with the data that is entered, and how to format the data to make it acceptable to the MFASIS processing programs. Some of these actions are controlled by the person entering the data, some are performed automatically by MFASIS programs.

In addition to online data entry, MFASIS offers online data processing. This means that the data is submitted to the MFASIS processing programs and is tested for validity immediately after the data is keyed. You can find out whether the data you have just entered is valid, before you finish a data entry session. If data is rejected, error messages are displayed on the screen so you can correct invalid data and reprocess it.

In comparison, offline data processing means that the keyed data is processed at a later time (usually at night) and error messages are printed on computer listings.

## Types of Data Entered into MFASIS

Two types of data are entered into MFASIS:
- Transaction data
- Master table data

A transaction is data about a single financial activity, such as information concerning one purchase order (i.e., the item ordered, the office/department doing the ordering, the price, etc.).

Master tables contain centralized information used by MFASIS during processing and reporting. For example, one master table contains all fund codes and their associated names; another contains all valid agency codes and names.

Procedures for entering these two data types are different and are described separately. Associated with these data types are three different categories of data entry actions:

- original entry of transaction data
- transaction data error correction
- master table maintenance

## Original Entry of Transaction Data

The figure below lists the different types of transactions in MFASIS. Since it is important for MFASIS to know which type of transaction it is processing, each transaction has an associated two-character transaction code. These codes are used extensively to identify the processing requirements of a specific transaction.

## Transaction Codes

| MODULE/ SUBSYSTEM | TRANS CODE | TRANSACTION |
|---|---|---|
| Budgeting | AL | Allotment |
| | AP | Appropriation |
| | TA | Transfer of Appropriation |
| Expenditures & Disbursements | CX | Check Cancellation |
| | PV | Payment Voucher |
| Revenues | CR | Cash Receipt |
| | RE | Receivable |
| | RM | Receivable Credit Memo |
| | WO | Write Off |
| Purchasing | PO | Purchase Order |
| | RQ | Requisition |
| General Accounting | JV | Journal Voucher |
| Grants | FM | Federal Aid Master |
| | FX | Federal Aid Charges |
| Projects | PJ | Project Master |
| | PX | Project Charges |
| Fixed Assets | FA | Fixed Asset Acquisition |
| | FB | Fixed Asset Betterment |
| | FC | Fixed Asset Change |
| | FD | Fixed Asset Disposition |
| | FS | Fixed Asset Sale |
| | FT | Fixed Asset Transfer |

## Transaction Input Forms and Turnaround Reports

Transaction data can be submitted to data entry personnel in two ways:

- Transaction Input Forms, which are the most common
- Turnaround Reports, which are special occurrences

## Transaction Input Screens

Each type of transaction listed above has its own specially designed input screen. To aid data entry personnel, transaction input forms that closely correspond to the input screens are often used. The screen below is a sample input screen.

Most screens consist of two parts:

- Header - The header is general information that applies to all lines coded on the screen. Most header information appears at the top of the screen.

- Lines - Each accounting entry appears as one line in the body of the screen. The sample Purchase Order Input Screen below has only one entry coded on it.

## Sample Transaction Input Screen

```
FUNCTION:                      DOCID: PO    01A  G398106            06/05/98 10:10:15 AM
  STATUS: ACCPT                BATID:                    ORG:          001-001 OF 001
H-                        PURCHASE ORDER INPUT FORM

   PO DATE:              ACCTG PRD:        BUDGET FY:
     ACTION: E          ORDER TYPE:                        COMMENTS:
      VENDOR: E010368319   NAME: ME FEDERATION OF HUMANE SOC
    INT IND:          SELLER FUND:              SELLER AGENCY:
         CALCULATED DOC TOTAL:      150,000.00  DOC TOTAL:      150,000.00
   LN    REF RQ                                                          JOB
   NO    NUMBER         FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB NUMBER
   -- --------------- ---- ---- ------- --------- ---- ---- ------- --------
      TEXT RPT CAT  UNITS            DESCRIPTION              AMOUNT     I/D
      ---- ------- ------- ------------------------------ -------------- ---
01- 01                    014  01A  5500    052                6401
                                                                150,000.00
02-

03-
```

## Related Terms

Remember that a transaction input form consists of a header section and a line section. A document is a unit of information consisting of header data and all lines that are summarized by the header data. Most documents may have an unlimited number of lines, but they must have at least one. If all lines in a document do not fit on one input form, the user continues the lines on another form.  If the header and line sections appear on the same screen, the header section data is left as is on all subsequent input forms.

The exception to the above is the requisition (RQ). This transaction type is allowed only one line per document.

A group of documents of the same type (the same transaction code) is called a batch. For example, a batch consists of only payment vouchers. Different transaction types may not be included in the same batch.

## Processing in Batches or Documents

MFASIS can process batches or individual documents. The method to be used is specified to the system at the point of data entry. Batching provides a convenient method of exerting some control over a large-volume data entry process. It allows users to track transaction processing at the summary level, rather than document by document. Batching is generally used to control the entry of groups of documents transmitted through mail to the point of entry or for the entry of transactions offline (e.g. key to disk) for overnight processing.

When batching is not desired or required for control purposes, transactions or a group of transactions may be submitted without a batch ticket. These transactions will then be processed individually by the system.

Regardless of whether entered individually or as batches, all transactions submitted for entry into the system should be tracked for control purposes. Any user who submits transactions to MFASIS should track, or log, what was submitted and when it was accepted by the system.

When individual documents are submitted, the document is either accepted or rejected. An error on one line in the document causes the entire document to be rejected.

When documents are batched, some summary information about the batch must be entered into the system. Generally, the number of documents, and for accounting documents, the net amount for the entire batch are required. For individual documents, the system will then compute its own net amount and number of documents based on what was entered. If there is a discrepancy, the system will issue an error message and reject the batch. The user can then determine if a document has been lost, a document has been inadvertently skipped in the data entry process, or the entered batch totals have been miscalculated.

If the batch summary information is correct, then the system will examine individual documents within the batch, and either accept or reject each document

## Transaction Processing

You will receive either batches of documents (i.e., a group of input forms) or single, unbatched documents that have been coded by users. Batches should have a Batch Ticket form attached to them. All documents and batches are stored in a file called the Document Suspense File.

When all documents have been entered, the documents and batches are submitted to a type of MFASIS processing program called the document processor. The system checks the data against information stored in the computer and either accepts or rejects the batches and documents based on various accounting standards and other criteria. If the MFASIS program accepts a document or batch, then that information is used to update the MFASIS data base. Rejected transactions do not update the data base. Refer to the section on Transaction Error Correction later in this section for information on handling rejected transactions.

## The Document Suspense File

The Document Suspense File (DSF) is a holding file for transactions in their input format. It provides the following functions:

- It stores documents between the time they are entered and the time they are processed.

- It stores rejected documents without affecting the MFASIS data base until the errors can be corrected.

- It stores documents needing approvals. These documents have a pending status, even though they have passed the document processor edits.

- Rejected documents can be accessed from the DSF, corrected or approved online, and resubmitted for processing.

- Accepted documents can be accessed from the DSF, for five (5) days after acceptance, for scanning purposes. (Accepted documents cannot be changed.)

For both online and offline entry, all original entry of transactions and any subsequent corrections are done through the DSF. The figure below is a picture of the Document Suspense screen.

## Document Suspense (SUSF)

```
ACTION: R   SCREEN: SUSF USERID: ACAM                06/04/98  04:44:59 PM
FUNCTION:                    ORG:


                    D O C U M E N T   S U S P E N S E


S       BATCH              DOCUMENT                                  PROCESS
E ---------------- ---------------------               LAST   LAST    DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV   DATE   USER  (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------


   .    .    .     AL   01A  002066F0001  ACCPT 00000 980529 OFF-
   .    .    .     AL   02A  071830000RA  ACCPT YYY0Y 980529 ACB4
   .    .    .     AL   02E  002129F0011  ACCPT YYY0Y 980529 ACB4
   .    .    .     AL   03B  002066F0002  ACCPT 00000 980529 OFF-
   .    .    .     AL   04A  002066F0003  ACCPT 00000 980529 OFF-
   .    .    .     AL   04A  002149F0001  ACCPT 00000 980601 OFF-
   .    .    .     AL   05A  002066F0004  ACCPT 00000 980529 OFF-
   .    .    .     AL   05A  002066F0005  ACCPT 00000 980529 OFF-
   .    .    .     AL   05A  002066F0006  ACCPT 00000 980529 OFF-
   .    .    .     AL   05A  002066F0007  ACCPT 00000 980529 OFF-
   .    .    .     AL   05A  002151F0002  ACCPT 00000 980601 OFF-
```

## Transaction Error Correction

A batch is rejected when the actual number of documents entered is not equal to the number of documents in the batch as indicated on the batch ticket. The batch will also be rejected if the actual total of all the document amounts is not equal to the batch amount on the batch ticket.

Documents can be rejected individually because of:

- Keying errors. For example, header data was omitted, or typing errors were made.

- Coding errors on the input form. For example, an invalid account code was recorded on the form.

- Accounting inconsistencies. For example, an accounting entry caused a fund to exceed its budgeted limits.

- Approvals required. A document or batch is considered pending until all approvals have been applied.

When a document is rejected, it is flagged with error messages. Depending upon your responsibilities, you may or may not be able to interpret error messages when they refer to coding and accounting errors. In any case, your office will establish procedures for you to obtain appropriate corrections when you cannot supply them yourself.

You can tell whether the document or batch was accepted or rejected from the transaction listing or error report described in the next section. If you are using online processing, there are additional ways which you can use to tell if the batch or document was accepted.

Rejected transactions are set aside by MFASIS. You can access them, make corrections to them and resubmit them for processing. If they still contain errors, they will be set aside again and the correction cycle must be repeated. The specific way in which MFASIS processes transactions, how you access them and how to make corrections varies according to the data entry method used.

## Error Listing

An error listing will be generated by the system every Tuesday and Friday. The Error Listing shows only rejected documents. The listing displays each rejected transaction's batch and document identifier and the error codes and error messages printed underneath. See the example on the next page. A new report page is started each time the document type or agency code changes.